

**VACANCY ANNOUNCEMENT
DEPARTMENT OF JUSTICE
UNITED STATES ATTORNEY'S OFFICE
EASTERN DISTRICT OF KENTUCKY**



Selections from this announcement will be made under the Federal Career Intern Program

TITLE, SERIES, GRADE: Human Resources Assistant (OA), GS-203-7

SALARY RANGE: GS-7 – \$35,752 - \$46,478 (includes 12.64% locality pay)

*Salary range contains multiple steps. In most cases, the salary will be set at the starting end of the range.

TYPE OF APPOINTMENT: Excepted Service - Selectees from this announcement will be appointed to a two-year internship. Upon successful completion of the internship, an intern is eligible for non-competitive conversion to a career or career-conditional appointment.

PROMOTION POTENTIAL: This position has known promotion potential to GS-203-8. However, any actual promotion is contingent upon the continuing need for and actual performance of higher level duties and supervisory certification that the intern has developed or is fully proficient at performing key components of the KSA-Based Learning Objectives.

VACANCY ANNOUNCEMENT NUMBER: 07-EDKY-05

OPENING DATE: July 16, 2007

CLOSING DATE: July 23, 2007

DUTY LOCATION(S): United States Attorney's Office, Lexington, Kentucky

NUMBER OF VACANCIES: One (1) Position (anticipated)

CONTACT: Name: Louanne Davis

Phone #: 859-685-4928

TDD#: 859-233-2573

**Send your application package to: U.S. Attorney's Office
260 W. Vine Street
Suite 300
Lexington, KY 40507-1612
Attn: Louanne Davis**

Applications may be submitted to the mailing address listed above. Applications must be received by 5:00 p.m. or postmarked by 11:59 p.m. Eastern Standard Time on the closing date of the announcement. Applications submitted using government postage or by facsimile will not be considered.

WHO MAY APPLY: All U.S. Citizens

DUTIES: The incumbent will provide a wide variety of services in support of the Human Resources

program. At the full performance level (GS-8), the incumbent will perform the following duties: processes a variety of personnel actions and ensures required documentation is obtained and/or completed; reviews and processes a variety of security backgrounds and clearances for the office; conducts orientation for new hires; establishes and maintains a performance management database and ensures that workplans, progress reviews, and final appraisals are completed; develops vacancy announcements for lower graded positions in the office; uploads vacancy announcements into USAJOBS; establishes vacancy announcement files; reviews applications to assess applicants' basic qualifications; notifying applicants of status of application; researches and answers questions regarding leave entitlements and other employee benefits; classifies a variety of lower-graded clerical, technical and entry-level professional or administrative positions; and establish and maintains official personnel folders.

1. QUALIFICATION REQUIREMENTS - Required levels of experience/education are based on the *OPM Qualification Standards Handbook*, Group Coverage Qualification Standard for Clerical and Administrative Support Positions.

To qualify at the GS-7 level, applicants must have at least one year of specialized experience equivalent to the GS-6 grade level. Specialized experience at this level may include reviewing HR documents for completeness and obtaining additional information as required; providing information concerning HR processes and procedures and employee benefit programs; performing duties associated with employee staffing, recruitment and placement; and maintaining HR files and listings. At this level, work experience should have demonstrated candidate's ability to complete assignments on own initiative.

Credit will be given for all appropriate qualifying experience regardless of whether compensation was received or whether the experience was gained as a part-time or full-time occupation. Part-time experience will be credited on the basis of time actually spent in appropriate activities. Applicants wishing to receive credit for such experience must indicate clearly the nature of their duties and responsibilities in each position and the number of hours a week spent in such employment.

Applicants for this position must be able to type 40 words per minute. Applicants must indicate their typing speed on their application/resume. Failure to list typing speed will result in a rating of ineligible.

Applicants must meet all qualification requirements by the closing date.

Applicants are responsible for ensuring that their applications clearly reflect that all qualification requirements are met. No additional information will be solicited or accepted after the closing date of this vacancy announcement.

2. EVALUATION METHOD - A Rating Schedule/Crediting Plan will be used to evaluate an applicant's job-related knowledge, skills, and abilities (KSAs) by reviewing the candidate's experience, education, and accomplishments against a set of predetermined job-related benchmarks. Preference eligibles determined to be at least minimally qualified will receive additional points as appropriate. A preference eligible may not be passed over to select a non-preference eligible with the same or a lower total score.

KNOWLEDGE, SKILLS, AND ABILITIES: Fully address each factor on a separate sheet of paper. Give examples of duties and work experience which have provided the following knowledge, skills, and abilities (KSAs). The factors are:

A. Knowledge of Human Resources (HR) laws, rules and procedures in order to provide support to

various HR programs. (List the human resources areas in which you have experience and describe your knowledge of those areas and specific examples of the duties you performed in those areas.)

- B. Ability to analyze, interpret and apply regulations, policies, and procedures.
- C. Ability to communicate orally.
- D. Ability to communicate in writing.
- E. Ability to independently plan, prioritize and coordinate daily work.
- F. Skill in use of office automation hardware/software or automated systems for processing personnel/payroll documents.

Applicants are encouraged to address their experience and/or education related to the KSAs described above. We suggest that you address each KSA separately in clear and concise paragraphs. Failure to do so may result in a lower score in the evaluation process.

3. INFORMATION REGARDING THE FEDERAL CAREER INTERN PROGRAM

- **Agreement** - Applicants selected for the internship program will complete an agreement which provides specific information regarding the program.
- **Individual Development Plan** - Within 30 days of appointment, an intern will be placed on an Individual Development Plan (IDP) which will cover the two-year training period. The IDP will identify the knowledge, skills, and abilities (KSAs) as well as any associated training and development activities required for successful completion of the internship.
- **Mentor** - Interns will be assigned a peer mentor to provide informal assistance, professional advice on work-related issues, and career guidance to the intern.
- **Promotion** - To be eligible for promotion, the trainee must have demonstrated the ability to successfully perform all the critical KSAs, and have received a rating of “Skill Level 3 (Fully Proficient)” on each critical KSA of the IDP.
- **Conversion to Career/Career-Conditional Appointment** - The Federal Career Intern Program is a two-year excepted service appointment. The two years is considered a trial period and continued employment is subject to meeting all requirements of the program. Competitive civil service status may be granted to federal career interns who successfully complete their internships and meet all qualification, suitability, and performance requirements. Training will be provided during the internship period. If you fail to satisfactorily complete the internship, your employment will be terminated.

Competitive service employees of United States attorney’s Offices/Executive Office for United States Attorneys who voluntarily accept a position in the Federal Career Intern Program with no break-in-service, and fail to complete the program for reasons unrelated to misconduct or suitability, will be placed in a career or career-conditional position at no lower grade or pay than the position they left in the United States Attorney’s Office/Executive Office for United States Attorneys. Competitive service employees of other federal agencies, including other components of the

Department of Justice, are not eligible for placement rights if they fail to complete the program.

4. HOW TO APPLY

- Submit an Optional Application for Federal Employment (OF-612), a resume, or any other written format that describes your job-related qualifications. You should include certain information (such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. The brochure “Applying for a Federal Job” (OF-510) outlines what is required.

The OF-510, OF-612, and information about applying for Federal jobs are available from the USAJOBS information system through the website at: <http://www.usajobs.opm.gov/forms.asp>

- A separate narrative statement addressing the required knowledge, skill and abilities (KSAs) listed in #2 above.

5. VETERANS’ PREFERENCE - Veterans must submit a copy of their DD-214 as proof of entitlement to veterans' preference. Veterans claiming 10-point preference must also submit an Application for 10-Point Veteran Preference (SF-15); an official statement from the Department of Veterans Affairs or a branch of the Armed Forces, dated 1991 or later, certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay; or other appropriate documentation as listed on the back of the Form SF-15. For more information, please see the Veteran’s Information Guide at the following link: <http://www.opm.gov/veterans/html/vetsinfo.pdf>

6. AGENCY REQUIREMENTS AND INFORMATION

Payment of relocation expenses will not be authorized.

Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. The selectee will be subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

7. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Except where otherwise provided by law, there will be no discrimination because of sexual orientation, sex, status as a parent, genetic information, color, race, religion, national origin, politics, marital status, disability, age, membership or nonmembership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

8. BENEFITS

The federal government offers a number of exceptional benefits to its employees. The following link

provides an overview of benefits that may be offered to federal employees:
<http://www.usajobs.opm.gov/ei61.asp>.